

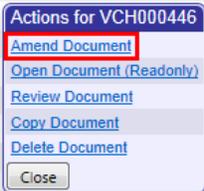
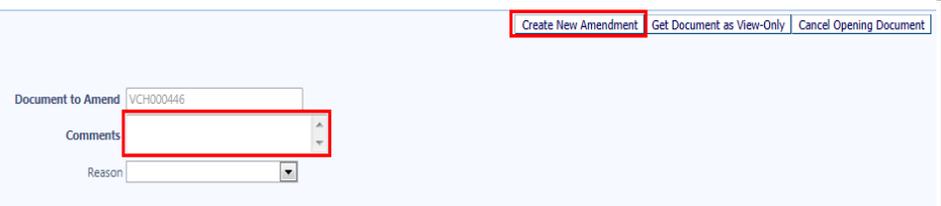
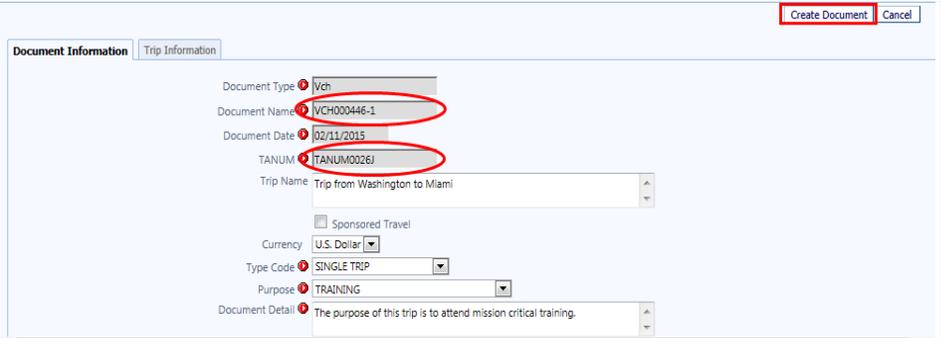
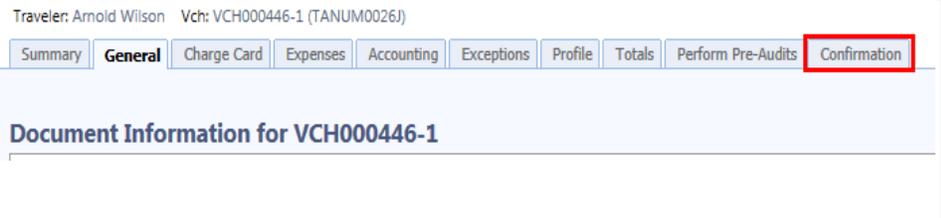
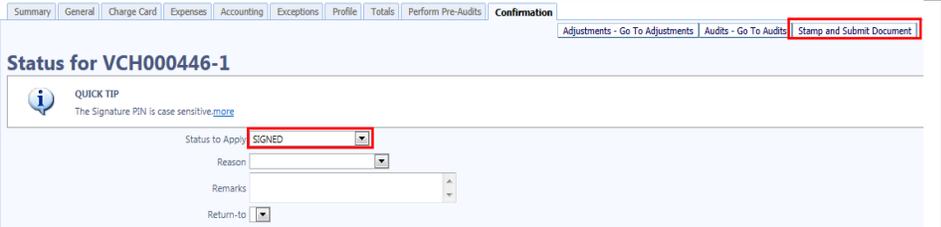
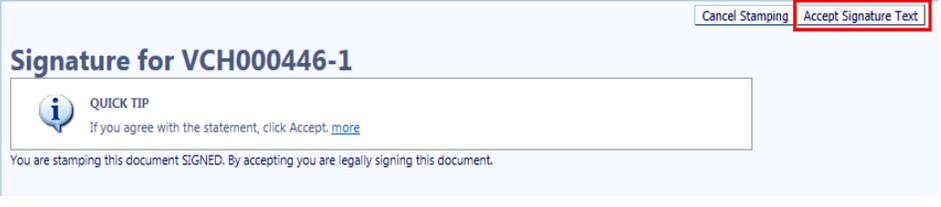


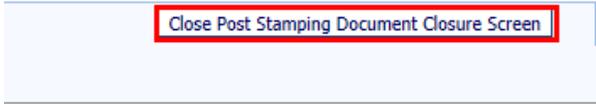
Concur Government Edition (CGE) Job Aid: Creating an Amendment

Purpose: To provide a step-by-step guide to amending an approved document in CGE.

Audience: Travelers and Preparers

| Instruction: | Screenshot: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--|------------|------------------------------------|--------------------|-------------|-------|-------------|-----------------------------|-----|------------|----------------------------|--------------------|------------|---------------------------|-----|------------|----------------------------|--------------------|------------|---------------------------|-----|------------|------------------------------------|--------------------|------------|---------------------------|-----|------------|-------------------------------|--------------------|------------|---------------------------|-----|------------|------------------------------------|-------------|------------|
| <p>Step 1: Log into AMS Log into CGE via AMS using either your PIV card or your network username and password.</p> <p>Note: AMS can be accessed through the HHS intranet or the internet at https://ams.hhs.gov</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Step 2: Select CGE From the Home page of AMS select the E-Travel link.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Step 3: Locate Document Select either the Authorization or Voucher tab to locate the document that you need to amend.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Step 4: Open Document Select the document Name link on the left to begin creating the amendment.</p> | <table border="1"> <thead> <tr> <th>Name</th> <th>Type</th> <th>TA Num</th> <th>Trip Name</th> <th>PNR #</th> <th>Depart Date</th> </tr> </thead> <tbody> <tr> <td>VCH000505-1</td> <td>Vch</td> <td>TANUM0029U</td> <td>Trip from Atlanta to Miami</td> <td>EADLZJ,05012594US6</td> <td>05/25/2015</td> </tr> <tr> <td>VCH000505</td> <td>Vch</td> <td>TANUM0029U</td> <td>Trip from Atlanta to Miami</td> <td>EADLZJ,05012594US6</td> <td>05/25/2015</td> </tr> <tr> <td>VCH000370</td> <td>Vch</td> <td>TANUM0020U</td> <td>Trip from Atlanta to Ft Lauderdale</td> <td>IHMZBF,04025049US0</td> <td>04/22/2015</td> </tr> <tr> <td>VCH000446</td> <td>Vch</td> <td>TANUM0026J</td> <td>Trip from Washington to Miami</td> <td>GWBRVD,G4563993202</td> <td>04/14/2015</td> </tr> <tr> <td>VCH000416</td> <td>Vch</td> <td>TANUM0023X</td> <td>Trip from Atlanta to Ft Lauderdale</td> <td>GGJVG,675LT</td> <td>04/06/2015</td> </tr> </tbody> </table> | Name | Type | TA Num | Trip Name | PNR # | Depart Date | VCH000505-1 | Vch | TANUM0029U | Trip from Atlanta to Miami | EADLZJ,05012594US6 | 05/25/2015 | VCH000505 | Vch | TANUM0029U | Trip from Atlanta to Miami | EADLZJ,05012594US6 | 05/25/2015 | VCH000370 | Vch | TANUM0020U | Trip from Atlanta to Ft Lauderdale | IHMZBF,04025049US0 | 04/22/2015 | VCH000446 | Vch | TANUM0026J | Trip from Washington to Miami | GWBRVD,G4563993202 | 04/14/2015 | VCH000416 | Vch | TANUM0023X | Trip from Atlanta to Ft Lauderdale | GGJVG,675LT | 04/06/2015 |
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| VCH000505 | Vch | TANUM0029U | Trip from Atlanta to Miami | EADLZJ,05012594US6 | 05/25/2015 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| VCH000370 | Vch | TANUM0020U | Trip from Atlanta to Ft Lauderdale | IHMZBF,04025049US0 | 04/22/2015 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| <p>Instruction:</p> | <p>Screenshot:</p> | | | | | | |
|---|--|---|--------|----------|-----------------|------|---|
| <p>Step 5: Open Document Select Amend Document from the Actions pop up window.</p> |  | | | | | | |
| <p>Step 6: Create New Amendment In the Comments section provide an explanation for the amendment (optional). Select the Create New Amendment button in the upper right.</p> |  | | | | | | |
| <p>Step 7: Create Document Verify that this is the correct document according to the Document Name and TANUM. Notice that the Document Name now contains a suffix (-1). Then select the Create Document button in the upper right to create the amendment.</p> |  | | | | | | |
| <p>Step 8: Confirm changes Once the necessary changes have been made to the document, select the Confirmation tab to sign the amendment.</p> |  | | | | | | |
| <p>Step 9: Sign Document Apply the SIGNED status and select the Stamp and Submit Document button in the upper right.</p> |  | | | | | | |
| <p>Step 10: Review Pre-Audits Determine if the document has passed or failed the pre-audits and justify any failed audits as needed. Select the Continue Stamping the Document button.</p> |  <table border="1"> <thead> <tr> <th>Audit Process</th> <th>Status</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td>COST COMPARISON</td> <td>FAIL</td> <td>Vch COST (TRIP 1) IS NOT WITHIN 15% OF COST (TRIP0001U1). The current cost of your trip has exceeded the estimated cost from your travel authorization by more than the allowed percentage. Please provide an justification explaining why the cost is significantly higher. Justification: Neglected to estimate gas for the rental car on the Authorization</td> </tr> </tbody> </table> | Audit Process | Status | Comments | COST COMPARISON | FAIL | Vch COST (TRIP 1) IS NOT WITHIN 15% OF COST (TRIP0001U1). The current cost of your trip has exceeded the estimated cost from your travel authorization by more than the allowed percentage. Please provide an justification explaining why the cost is significantly higher. Justification: Neglected to estimate gas for the rental car on the Authorization |
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| <p>Step 11: Sign Document Select the Accept Signature Text button to finish signing the amendment.</p> |  | | | | | | |

| Instruction: | Screenshot: |
|--|---|
| <p>Step 12: Close and Route Document Select the Close Post Stamping Document Closure Screen button to complete the process and route the document for approval.</p> |  A screenshot of a software interface showing a button with the text "Close Post Stamping Document Closure Screen". The button is highlighted with a red rectangular border. The button is set against a light blue background within a white-bordered box. |

You have successfully created an amendment to a document in CGE!